

California Energy Commission



CLASSIFICATION: Associate Energy Specialist (Efficiency)
May be downgraded to an Energy Analyst

TENURE: Permanent

TIME BASE: Full Time

SALARY: Associate Energy Specialist (Efficiency) \$4,400 - \$5,309
Energy Analyst – Range A: \$2,817 - \$3,349
Range B: \$3,050– \$3,658
Range C: \$3,658 - \$4,400

LOCATION: Efficiency and Renewable Energy Division - Sacramento, CA

FINAL FILING DATE: February 6, 2009

Do you want to:

- assist Building Departments as they enforce the Building Energy Efficiency Standards:
- develop Building Energy Efficiency Standards approaching net zero energy?
- incorporate water efficiency into the Buildings and Appliance Standards?
- develop and implement Home Energy Rating System programs?
- certify Building Energy Efficiency Standards compliance software development?
- increasing compliance with the Building and Appliance Standards?

If you have energy efficiency experience in any of the above or related areas, we are interested in you!

DUTIES/RESPONSIBILITIES:

This position may be filled at the entry or journey level. The Associate Energy Specialist (Efficiency) will perform complex technical and analytical tasks, analyze, make recommendations and provide technical assistance on a wide range of activities and issues supporting the development, adoption and implementation of the Building Energy Efficiency Standards. The Building Energy Efficiency Standards are key in assisting California achieve its energy efficiency, climate action, green building and water/energy integration goals and initiatives. The position is located in the Buildings and Appliances Office of the Efficiency and Renewable Energy Division.

Specific duties include the following:

- Manage projects. As project manager, responsibilities include preparation of project concept, plan and milestones. Further responsibilities include the necessary analytical work to accomplish the milestones and follow-up activities as necessary.

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- Manage contracts. As contract manager, responsibilities include preparation of solicitation documents, conduct bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables, financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork.
- Prepare technical analyses for outreach and education of energy conservation and efficiency technologies.
- Respond to requests for assistance and information from project proponents and others interested in efficiency policy, programs and technologies.
- Prepare reports on project, program and technology issues and achievements.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

The successful applicant should have:

- knowledge of the Building Energy Efficiency Standards for Residential and Nonresidential Buildings;
- knowledge of the Appliance Energy Efficiency Standards;
- knowledge of California's Green Building Standards; Leadership in Energy and Environmental Design (LEED); California's Climate Change Initiative and efforts; Governor's Million Solar Roof Program
- demonstrated ability to use a variety of analytical and research techniques to evaluate and quantify the effect of building energy efficiency measures, resolve complex energy efficiency problems, develop and evaluate alternatives, perform policy analysis, formulate policy recommendations, and analyze energy data;
- experience as a contract manager;
- demonstrated ability to act as a team leader;
- ability to communicate ideas effectively;
- knowledge of energy efficient building standards technologies; and
- strong written and verbal communication skills.

WORKING CONDITIONS: Work is performed indoors in an office setting.

WHO MAY APPLY:

All interested eligible persons are encouraged to apply. Applicants must have either transfer or SROA/Surplus eligibility at the Associate Energy Specialist or Energy Analyst level. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. Training & Development Assignments may be considered.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

California Energy Commission
Human Resources – Debbie Powers
1516 9th Street, MS-3
Sacramento, CA 95814
916-654-4305

California Relay (Telephone) Service
for the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

The California Energy Commission is an EQUAL OPPORTUNITY EMPLOYER – equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. For more information about the above, and other programs at the California Energy Commission, visit our website at www.energy.state.ca.gov.